

Truro Board of Selectmen
Meeting Minutes – April 15, 2014
Truro Public Library, 5:30pm

Members Present: Jay Coburn-Chair, Breon Dunigan-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Paul Wisotzky

Others Present: Town Administrator Search Committee members: Kevin Grunwald, Hank Janowsky, Deborah McCutcheon, Lori Meads, Gary Palmer, Bob Masson, Rebecca Bruyn, and Mark Morse of MMA Consulting Group

Discussion of Amending the Town Administrator Search Committee Charge

Introductions were given around the room by the Board of Selectmen and the Town Administrator Search Committee. Coburn stated that before them was the amended Charge to include 8 members total to be on the the Town Administrator Search Committee. **Dunigan moved to approve the amended Charge to expand the Committee to no more than 8 members. Wisotzky seconded the motion. So voted unanimously 5-0.**

Application to serve and appointment of Deborah McCutcheon

Coburn explained that Deborah McCutcheon would like to be appointed to the Town Administrator Search Committee. **Dunigan moved to appoint Deborah McCutcheon to the Town Administrator Search Committee. Wisotzky seconded the motion.** Ms. McCutcheon asked about having staff for the Committee. **So voted unanimously 5-0.**

Review the search process for a Town Administrator and the services and support provided by Mark Morse, President of MMA Consulting Group Inc. with the members of the Town Administrator Search Committee

Mark Morse, President of the MMA Consulting Group Inc., spoke about the process¹ for choosing a Town Administrator. He passed out a handout of his summary that was within his original proposal. He explained that IMCA.org has information on their website about the profession. He cited the history of Town Managers and Administrators. He commented on three key issues: the town's needs, characteristics in a Town Administrator (professional, personal and education), and how to reach out to candidates. He explained the role of the Committee and the work to be done in conjunction with his consultation. He explained the interview and application process. The final candidates go before the Board of Selectmen. He explained the process for reviewing applications while being confidential until they go before the Board of Selectmen for a public interview as a candidate for the Town Administrator.

Mr. Morse spoke of the general qualities to look for in a Town Administrator. He added that there should be an agreed upon internal consensus on the candidates and that he also updates the Chair of the Board of Selectmen, periodically.

Ms. Bryun asked about confidentiality as it pertains to the applicants. Mr. Morse explained the process for keeping the candidates names confidential. Ms. Byrun asked about the difference between the position of Town Manager and Town Administrator. Mr. Morse responded that Town Managers appoint all Department heads while the Board of Selectmen set policy. Kevin Grunwald asked about

the relationship of the Committee to the Board of Selectmen and what Mr. Morse's expectations are of the Committee.

Mr. Morse spoke of the Search Committee needing to connect with the Board of Selectmen and tell them the status of their search. Coburn suggested that there be another joint meeting and the Board of Selectmen choose a liaison to the committee. According to the Charter, it was noted that the Committee has the right to choose their Chair.

Hank Janowsky revisited their goals for the next 2 ½ months to include community involvement and feedback, develop a questionnaire, and what to say at Town meeting. Bob Masson added that the Committee should meet with Department heads. There was a discussion about keeping the staff interviews private and to publish a survey to see what people are seeking in a Town Administrator. Wisotzky suggested that everyone read the Town Charter since it accurately describes the role of the Town Administrator. Coburn added that the Charter specifically explains the Board of Selectmen involvement with the Town Administrator. He noted that specifically they need someone with strong leadership and management skills. Worthington agreed that leadership was important as well as being able to work together to benefit the town.

Dunigan asked if the Town should consider a residential requirement for the Town Administrator. Mr. Morse considered residential requirements unrealistic due to the cost factor of living in the area. Mr. Morse added that the applicant should primarily make it a priority to get to know the people of the town. Ms. McCutcheon felt that the applicant should have important ties to the town where they live. There was a discussion involving the Charter and the changes that some would like to see regarding the authority of the Town Administrator.

There was a discussion of the pending changes in the Charter and whether the requirements for the position of Town Administrator will change. Worthington added that the person needs to know the job. Mr. Morse listed the skills that they want to look for including communication skills and human relation skills.

Wisotzky felt that it is a good process and said that they should look for someone that has hired and fired Police and Fire Chief 's should that authority be given in the future. Mr. Morse stated that a person should have experience managing key relationships. Worthington agreed that the applicant should have a sense of the Charter. There was a discussion about residency and trying to choose a candidate that would not be have a major commute to Truro. Coburn spoke to the opportunity of the position.

Mr. Morse stated that he would meet one more time with the Committee, then he would meet with the Chair of the Board of Selectmen and do outreach for the candidates. Ms. McCutcheon asked what the likelihood of having the Town Administrator chosen by July 1st. Mr. Morse spoke about the summer as being a difficult time to seek a new Town Administrator, possibly early September is when Truro will have a new Town Administrator.

There was a brief discussion of the Newsletter. Coburn suggested that there be a joint meeting in a couple of weeks. Gary Palmer commented that each member of the Board of Selectmen could meet individually with the Committee members. Dunigan thought that the first step is to finalize the survey.

Mr. Morse explained that they should be holding public forums to get started. He also added that he would like each member of the Board of Selectmen questioned.

There was a discussion about making a statement at Town Meeting that the Town Administrator Search Committee has been formed and to explain to Town voters the Committee's time line for finding a Town Administrator. Ms. Meads suggested getting on the next agenda of the TNRTA.

Weinstein suggested that the Committee members read the Charter and the existing Town Administrator job description. He agreed that they should speak with Department heads and other employees that wish to come forward. He explained further that the Committee needs to find the right individual for the community. It was requested that the next Board of Selectmen Agenda include choosing a liaison to TASC.

Ms. Meads commented that they should try to have a survey added to the Newsletter soon. A meeting was schedule for next week on the 22nd at 5:30pm at the Library. Coburn suggested that Committee members familiarize themselves with the Open Meeting Law.

Wisotzky moved to adjourn. Worthington seconded the motion. So voted unanimously 5-0. The meeting was adjourned at 6:51 p.m.

Respectfully submitted, Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Breon N. Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky
Board of Selectmen
Town of Truro

¹ Truro, Massachusetts Town Administrator, Recruitment Task Summary April 2014